

## **Human Relations Commission May 15th, 2012 Meeting Minutes**

**Location:** Town Hall Law Library

**Attendees:** Yolanda Castillo, John Colon, John Crockwell, Adam Easley, Maureen O'Reilly, Stephen Shanbaum, David Wichman

The meeting was called to order at 7:04pm.

A motion was passed to add the approval of the 2012 first quarter hiring report to item 'C' of 'Old Business' on the agenda.

A motion was passed to approve the January 17th, 2012 meeting minutes.

A motion was passed to approve the 2011 fourth quarter hiring report after discussion with Jan Devendorf.

A motion was passed to approve the 2012 first quarter hiring report.

A motion was passed to approve the transmission of the attached letter to Patricia Brooks, requesting a hiring report from the Board of Education.

Discussion of additional questions that could be presented to the Town and Board of Education regarding hiring procedures.

A motion was passed to adjourn at 7:57pm.

Respectfully submitted,  
Steve Shanbaum

Town of Manchester  
Human Relations Commission

May 15, 2012

Patricia Brooks  
Assistant to the Superintendent  
Finance and Management  
45 North School Street  
Manchester, CT 06042

Dear Mrs. Brooks,

The Human Relations Commission of the town of Manchester is focused on ensuring equal rights and opportunities in town functions. As an aid to that goal, the town has provided a quarterly report which shows the hiring details for all town positions. This helps the commission in determining if there are any areas of possible improvement or patterns in the hiring process, from the makeup of the applicants, to the point in the hiring process in which the majority of candidates are lost. The Human Relations Commission respectfully requests a report of equal detail from the Board of Education.

Though the report does not need to match the format of the one provided by the town (please see the attachment), it should contain the following two main points.

- A) The number of applicants by race and gender (where provided), who reach the various stages of the hiring process.
- B) A reason, provided by the hiring manager, for why a minority applicant who becomes certified for the position, is not actually hired for the position.

Thank you for your consideration.

Stephen Shanbaum  
Chair of the Human Relations Commission